

**Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Monday, April 18, 2016 at 7:00PM
Simsbury Public Library – Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: David Blume, Anne Erickson, Linda Johnson, Lauren Miller, Marianne O'Neil, Mark Orenstein, Polly Gardow Rice and Gail Ryan; Friends of Simsbury Public Library Director Bert Kaplan, and Library Director Lisa Karim.

ABSENT: Charmaine Glew.

1. CALL TO ORDER – ESTABLISH QUORUM:

Chairman Marianne O'Neil called the meeting to order at 7:00PM.

MOTION: Mr. Blume, Mrs. Erickson second, **to add to the Agenda Item 12. Review and Approval of Dollhouse Plaque and 13. Charging Station; unanimously approved.**

2. APPROVAL OF MINUTES – MARCH 21, 2016:

The March 21, 2016 Minutes should be amended as follows:

Page 1, Under those listed as *Present*, Gail Ryan should not be included and instead should be listed under *Absent*

Page 2, Under Agenda Item 6 *Chair's Report*, the third line that reads, "Ms. O'Neil suggested that a "grab-bag" of a ticket..." should instead read, "Ms. O'Neil suggested that a raffle of a ticket..."

Page 2, Under Agenda Item 7 *Director's Report*, the second line that reads, "...final choice will likely be announced on April 6, 2016." should instead read, "...final choice will likely be selected on April 6, 2016.";

Page 2, Under Agenda Item 8 *Budget*, the fourth line that reads, "...because of HVAC system that had malfunctioned." should instead read, "...because of the HVAC system that had required repair.";

Page 3, Under Agenda item 15 *Discussion of E-Rate and CIPA Compliance Issues*, second line that reads, "...reimburses libraries and schools for telecommunications for phone service. In order to receive these discounts, the libraries..." should instead read, "...reimburses libraries and schools for telecommunications and phone service. In order to receive these discounts for telecommunications, the libraries..."

MOTION: Mr. Blume, Ms. Johnson second, **to approve the March 21, 2016 Minutes as amended; unanimously approved.**

3. PUBLIC AUDIENCE:

No business was discussed.

4. COMMUNICATIONS:

Explaining that it was about making great connections with libraries, Ms. Karim passed around a copy of an article from the April/May 2016 edition of American Wanderer Magazine about Reference Librarian Joan Nagy.

5 FRIEND'S REPORT:

Mr. Kaplan reported that A Night of a Thousand Stars is scheduled for this Thursday, April 21, 2016. He also reminded the Board that on May 12, 2016, a trip is planned to the Neue Gallery

as well as the Metropolitan Museum of Art. Mr. Kaplan also reported that the annual lunch at Hopmeadow Country Club with Chris Bohjalian will be held on May 19 2016. Mr. Orenstein reported that over \$600 has been received via PayPal for the luncheon, membership, etc. noting the success of the link that is included as part of the new website.

6. CHAIR'S REPORT:

Ms. O'Neil reminded the Board that the Volunteer Luncheon is on Tuesday, April 19, 2016, from 12:00PM – 1:30PM. She also requested that Board members be cognizant of what may occur as a response by Simsbury's Board of Finance, should Governor Dannel Malloy's proposed changes to the state's budget be approved by the state legislature. Ms. O'Neil also extended fellow Board member Charmaine Glew's invitation to drop by the Garden Club's program featuring a guest horticulturist in the adjacent room after this meeting concludes.

7. DIRECTOR'S REPORT:

Ms. Karim thanked the trustees that would be contributing to the volunteer luncheon. She then distributed copies of the flyers advertising the town-wide Innovation Fair that will be distributed in Fitzgerald's Foods grocery bags during the next two weeks. Ms. Karim reported that Suzanne Bato had won the raffle for a ticket to the annual lunch but has given it to Suzanne Bailey who is elated to be attending. She reported that the Library will also be at the Smorgasbord and Flea Market to demonstrate data bases and give out library cards as well as showing ways that old books can be used to create new things. Mr. Kaplan noted that he will be in touch with Head of Children's Services Cheryl Donohue regarding the May 7, 2016 Simsbury Stratton Brook Free Family Fishing Day.

Ms. Karim reported that the new Circulation Policy, passed by the Board in February, 2016, is in effect and is listed under Policies on the Library's website. She noted that the requirement for library cards is being phased in for check-out, with staff now informing patrons that as of Labor Day, everyone will need to present a library card for check-out. She noted that the reason the staff is not enforcing the policy throughout the summer is because of the many people that frequent the library only during the summer. Ms. Karim proposed that the \$1 charge typically charged for library card replacement be suspended during June, July, and August so that everyone who has lost their card, may get a new card and begin fresh in September.

Ms. Karim then provided a brief update regarding the state-wide delivery system.

8. BUDGET:

Ms. Karim distributed a report reflecting the income by month. Inquiries were made regarding the bank fees associated with credit card use. Ms. Karim reported that the Library's revenues from Fines and Fees go to the town's general fund whereas the bank fees that are associated with credit card use are a line item of the Library's budget. She noted that the Fines and Fees more than exceed those bank fees. Ms. Karim also distributed a monthly statement. She noted that the cost for the flushing of the HVAC system of \$2300 has not come out of the budget yet, and that it will put them over. She explained that the technology upgrade to the program room and the upstairs self-check upgrade had already been scheduled prior to the HVAC system work. She also noted that she hopes the relining of the parking lot can occur before the end of the year.

Ms. O'Neil asked whether there were any updates on the work expected at the Memorial. Ms. Karim reported that it will likely begin this summer and that the town engineer has been very good at providing updates in this regard.

9. INNOVATORS' WORKSHOP:

Ms. Karim explained that many months ago, there was discussion around taking the Reference office staff out to Tech Services in order to utilize that office space as the Innovators' Workshop. She noted that dedicated space is needed for the sewing rooms. By using that office, it will also hold the 3D printer, according to Ms. Karim. To convert this room, estimates received have covered putting in bigger windows to allow greater visibility and have come in at \$13,450, she reported. She explained that the only other additional costs are for furniture. She noted that the cost of the office conversion cannot come out of the budget but hopes that the Friends of the Simsbury Library might contribute along with a portion from the discretionary funds of the Board. Ms. O'Neil explained that while \$12K of the Jewel Gutman bequest was used towards the Teen Wall, there are funds there that could provide for this project.

MOTION: Ms. Ryan, Mr. Orenstein second, **to allocate \$13,450 from the Jewel Gutman bequest for the construction and painting of the Innovators' Workshop; unanimously approved.**

10. STRATEGIC PLANNING:

Mr. Blume provided an update to the work the committee has done relative to the survey and reviewing those responses. He shared a summary that has been formed as a result of the major themes extracted from analysis of the responses. He read aloud this summary and noted that he would forward via email a copy of it to all Board members. He noted that "safety" and "small town feel" were common themes that had emerged from the analysis of responses.

11. E-RATE:

Ms. Karim reminded the Board that a tight deadline exists regarding filing for this coming year. She reported that she went ahead and filed first form so that it would be completed in the event that the Board decided to move forward with this program. She noted that she will complete the second form which is due within the next two weeks. Ms. Karim explained that the application can be canceled at any time. She reported that she has learned that the schools do filter and do receive E-Rate. She noted that they use Barracuda but that she has been advised by CEN to use iboss if the Library were to use a filter, which filters five specific things: porn nudity, porn child, adult content, violence and hate, and malware.

Ms. Karim noted that other libraries that filter include: Stamford, Manchester, New Haven, Norwalk, and Greenwich. She noted that cost savings have been calculated to be \$8600 derived from savings from the 20% of the \$16K Voice over IP project and 40% of the \$8700 WIFI upgrade project. She noted that savings from the operating costs have been calculated to be \$1900, and opined that it is not worthy of filtering at this point. Ms. Karim explained that this may be worthy of further consideration at some future time depending on what occurs with the budget at the state level.

12. REVIEW AND APPROVAL OF DOLLHOUSE PLAQUE:

Ms. Karim passed around a copy of a draft of the plaque that will go on the dollhouse in the Children's Room, noting that particular attention should be paid to the text rather than the design of the plaque as she is seeking to have it resemble the other plaques within the Library.

13. CHARGING STATION:

Ms. Karim reported that from the other library visits that she and some of her staff visited last week, they noted that charging stations carried branding for businesses in town. She explained that this allowed businesses to receive publicity in exchange for them providing a charging station to their respective town's libraries. She noted that the Library could benefit from one or

even two additional charging stations. Ms. Karim reported that the cost for a charging station is approximately \$800 each.

MOTION: Ms. Miller, Ms. Ryan second, **to solicit local businesses to sponsor a charging station; unanimously approved.**

MOTION: Mr. Blume, Ms. Johnson second, **to adjourn at 8:00PM; unanimously approved.**

Respectfully submitted,

**Pamela Colombie
Commission Clerk**